

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-041

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| CLASSIFICATION TITLE Principal Transportation Engineer | OFFICE/BRANCH Program Delivery/Infrastructure Delivery/Construction Packages Section | LOCATION Wasco |
| WORKING TITLE Senior Contract Manager | POSITION NUMBER 311-001-3152-006 | EFFECTIVE 11/1/2018 |

GENERAL STATEMENT:

Under the direction of the California High-Speed Rail Authority's (Authority) Director of Infrastructure of Delivery, and functional direction of the Director of Contract Administration, the Principal Transportation Engineer is responsible for all activities related to contract management of Project and Construction Management consultants and the design-builders working on the high-speed rail program. The incumbent will provide direction and strategic oversight to Authority contract managers and ensure Authority policies and procedures are adhered to consistently on Authority contracts.

Possession of a valid certificate of registration as a civil, electrical or mechanical engineer issued by the California State Board of Registration for Professional Engineers is required.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 35% (E) | <ul style="list-style-type: none">• Responsible for the direction and oversight of professional services and design and construction contracts for the program; assures the program is constructed in conformance with all applicable laws, contracts, specifications and plans by providing leadership and professional expertise. |
| 30% (E) | <ul style="list-style-type: none">• Responsible for oversight and management of assigned projects.• Ensures proper resources are assigned to support oversight of construction packages by managing Authority staff and its consultants.• Oversees Design and Construction Managers, Project Managers, Functional Managers, and Task Managers to ensure scope, schedule, cost and quality of assigned projects |
| 15% (E) | <ul style="list-style-type: none">• Confers and collaborates with Authority executives in determining objectives, workload projections, resource allocations and budget |

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redirection.

- Coordinates efforts to improve the design and construction processes and procedures to meet the Authority's goals and objectives.
- Evaluates process compliance and directs the development of changes in policy.

10% (E)

- Represents the Authority with outside agencies related to the Design and Construction phase of the program; in coordination with Authority Executives the incumbent further represents the Authority to outside agencies (cities, counties, other state agencies) to clarify construction related issues. The incumbent may also be required to represent the Authority to policy making boards on those issues related specifically to the construction of a project such as estimated completion dates, construction budgets, contract change orders, and the progress of design and construction.
- Advises the Director of Infrastructure Delivery and the Director of Contract Administration, provides recommendations on highly sensitive and/or critical construction issues.
- Handles difficult technical and administrative matters relating to the design and construction of the program.

10% (E)

- Serves as a high level technical expert for the program and directs the work of the construction management staff.

KNOWLEDGE AND ABILITIES:

Knowledge of: Various phases of transportation engineering work; systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; the department's Equal Employment Opportunity and labor relations objectives; a manager's role in safety, health, Equal Employment Opportunity Program and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to the Department's safety, health, Equal Employment Opportunity Program and labor relations objectives.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- The Authority's organization.
- The Authority's policies, project management concepts, design, construction, materials engineering and testing processes, and financial constraints.
- Organizational relationships, both internally and outside of the Authority, that pertain to planning, design and construction of transportation facilities.

The ability to:

- Administer a design and construction program, including delivery of large scale design build contracts.
- Plan and direct the work of others.
- Prepare technical correspondence and complete comprehensive reports and make effective presentations.
- Communicate effectively both orally and in writing with all levels of Authority management and employees, external groups and local governments.

SUPERVISION EXERCISED OVER OTHERS:

Supervises staff consisting of Supervising Transportation Engineers, Senior Transportation Engineers, Transportation Engineers and consultants.

Provides leadership to assigned staff and technical leadership and guidance related to other functional areas within the Authority, including the Rail Delivery Partner, Regional Consultants and Project and Construction Management consultants.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Incumbent is responsible for the timely and efficient delivery and completion of projects and services that provide maximum benefits to the traveling public and in accordance with federal, state and local mandates. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Failure to meet delivery and budget commitments, as prescribed by federal, state and local agencies, could result in loss of funding and damage to the Authority's credibility. It could further lead to conditions that endanger the traveling public and increase liability against the Authority.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Sustained mental activity needed for problem solving, analysis and reasoning. Must be able to communicate orally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

WORK ENVIRONMENT:

The duties are typically performed in a climate controlled office working under artificial lighting. The office setting is a mixture of modular workstations and private offices housing professional, technical and clerical staff. At times the incumbent may be exposed to extreme and inclement weather and walking on uneven terrain. Frequent travel may be required throughout the State.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

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| Signature: | Date: |
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

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| Signature: | Date: |
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